

# Performance & Impact Evaluation (P&IE) Year 2 Work Plan



*at the* UNIVERSITY *of* CHICAGO

**PRESENTED TO:**

USAID/Uganda  
Joseph Mwangi

**PRESENTED BY:**

NORC at the University of Chicago  
4350 East-West Highway, 8<sup>th</sup> Floor  
Bethesda, MD 20814  
Telephone: (301) 634-9413  
Fax: (301) 634-9301

Below we present a detailed work plan schedule for activities for the period November 1, 2013 – October 31, 2014.

<b>Work Plan</b>	
<b>Activities</b>	<b>Month</b>
<b>Incorporate comments and revisions to Deliverable 3:</b> Engage in additional communications with implementer, as necessary, based on comments/feedback; Submit revised Semi-Annual Report #2 (with DQR), Annual Report #1, Year 2 Work Plan	<b>October 31 – November 30, 2013</b>
<b>Complete ex-post data quality assessments for EGRA, Cluster 1, Round 2 and KAP2 data collection (supplemental baseline data collection for Cluster 1, and baseline data collection for Round 2)</b> NORC will review raw and clean datasets provided by the SHRP M&E team for quality, consistency, coverage, and usefulness for the impact evaluation NORC will provide direct feedback to the SHRP implementation and M&E team on any observed issues/concerns; we will document all quality control activities and findings/observations, and mitigating actions in the Data Quality Assurance Report that will be submitted to USAID on April 30, 2014, along with Semi-Annual Report #3. Special attention will be paid to nonresponse in EGRA, Cluster 1, Round 2 data collection and sample attrition in KAP, supplemental survey for the baseline; we will work closely with SHRP team to develop strategies to deal with sample issues	<b>November 1 – December 31, 2013</b>
<b>Support sample selection and data collection, including data quality assessments, for EGRA, Cluster 2, baseline data collection</b> <ul style="list-style-type: none"> <li>— Support selection of schools for evaluation sample, ensuring that treatment and control school selection adheres to the sampling plan</li> <li>— Review and provide feedback on all data collection instruments, ensuring that the data being collected link back to evaluation questions/impact indicators, and that the instruments are of high quality</li> <li>— Review and provide feedback on training manuals, data collection protocols/plans, and quality control procedures for field work, and tablet software being used for data collection</li> <li>— Participate, for quality assurance purposes, in enumerator training and pilot testing of instruments – NORC’s Senior Literacy Expert and Survey Specialist will travel to Uganda to participate in the separate trainings for the Results 1 and Results 2 data collections</li> <li>— Conduct field observations during the first two weeks of data collection – NORC’s Survey Specialist, Resident Evaluation Manager, and Senior HIV/AIDS Specialist will travel to the field to observe field work for both Results 1 and Results 2 data collections</li> <li>— Conduct additional field observations in later stages of data collection – to be undertaken by NORC’s Resident Evaluation Manager, and Senior HIV/AIDS Specialist</li> </ul>	<b>January – October 2014</b> EGRA, Cluster 2, baseline: Jan-Feb2014 EGRA, Cluster 1, Round 3 and Cluster 2, Round 2: Oct-Nov 2014 NORC experts’ travel will be timed to coincide with training and pilot testing for these data collection activities

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<b>Activities</b>	<b>Month</b>
<p>— Conduct quality reviews of data, as it is uploaded onto RTI's servers from tablets; we expect to be able to conduct real-time data quality reviews if RTI provides NORC with access to the server to which data is being uploaded daily</p> <p>NORC will provide direct feedback to the SHRP implementation and M&amp;E team on any observed issues/concerns; additionally, all quality control activities and findings/observations, and mitigating actions will be documented in the Data Quality Assurance Reports that will be submitted to USAID on April 30 and October 31, 2014.</p>	
<p><b>Monitor Implementation of SHRP and Evaluation Design</b></p> <p>NORC's Resident Evaluation Manager and Senior HIV/AIDS Evaluator will make regular visits to intervention schools to observe the implementation of Result 1 and Result 2 activities as a means of gathering information for the performance evaluation, such that the midterm and final performance evaluations will not be informed by information collected only at two points in time, but instead will be fed organically by information gathered in real time, throughout the project.</p> <p>These field visits and regular meetings with SHRP Results Teams will also serve to ensure that program implementation is adhering to the impact evaluation designs. Where implementation deviates from plan, NORC will discuss with USAID and RTI, and discuss adjustments to implementation plan and/or evaluation design. NORC will engage in ongoing dialogue and discussion with RTI about evaluation implementation, and challenges.</p> <p>Semi-Annual and Annual Reports will include details of evaluation implementation, problems encountered, midstream course correction/modification to design and findings during the reporting period.</p>	<b>Nov 2013 – October 2014</b>
<p><b>Continue monthly feedback sessions and quarterly performance review meetings with SHRP Team.</b></p> <p>During these monthly meetings, the P&amp;IE team, in keeping with the CLA Agenda, will synthesize and share with the SHRP leadership observations and recommendations based on observation and monitoring activities conducted by P&amp;IE local staff. Each session will have a corresponding feedback report.</p>	<b>Monthly, Nov 2013 – October 2014</b>
<p><b>Conduct data analysis and prepare First Impact Evaluation Report</b></p> <p>The P&amp;IE team is currently engaged in analysis of baseline EGRA data for Cluster 1. We will complete the first impact analysis of EGRA Cluster 1 schools, using baseline data from Feb 2013 and Round 2 data from Nov 2013, and include this analysis in the First Impact Evaluation Report, due on April 30, 2014.</p> <p>This report will also contain a baseline analysis for Cluster 1, KAP data. Impact analysis for Result 2 activities will only be possible after the midline</p>	<b>Nov 2013 – April 2014</b>

<b>Work Plan</b>	
<b>Activities</b>	<b>Month</b>
KAP data collection in October 2015.	
<p><b>Prepare for and conduct Midterm Performance Evaluation of SHRP</b></p> <p>The PE Team, led by Panagora, will work in close consultation with the Evaluation Expert in developing the detailed mid-term Performance Evaluation Plan, due in April 30, 2014.</p> <p>Following approval of the PE Plan, the P&amp;IE will prepare for the performance evaluation, setting up appointments for key informant interviews, organizing focus groups (as needed), and taking care of other logistics.</p> <p>In June 2014, the P&amp;IE PE Team will travel to Uganda to conduct the Performance Evaluation; the PE Report will be prepared and submitted on August 31, 2014</p>	<p><b>Nov 2013 – Apr 2014: Planning for PE</b></p> <p><b>June 2014 – Travel to Uganda to conduct PE</b></p> <p><b>August 31, 2014 – Submit Midterm Performance Evaluation Report</b></p>
<p><b>Conduct Dissemination Workshops</b></p> <p>The P&amp;IE Team will organize and implement dissemination workshops/meetings in Uganda and Washington, DC, as required by USAID/Uganda, to share findings from the performance evaluation and first annual impact evaluation.</p>	<b>Sep-Oct 2014</b>

<b>Deliverable Schedule: Year 2</b>	
<b>Deliverable</b>	<b>Due Date</b>
First Impact Evaluation Report Semi-Annual Report #3, with DQR of Nov 2013 data collection Midterm PE Implementation Plan	Apr 30, 2014
Mid-term Performance Evaluation Report	Aug 31, 2014
Semi-Annual Report #4, with DQR, Annual Report #2 , Year 3 Work Plan	Oct 31, 2014